

## **NOTICE OF TEMPORARY POSITION**

**The following temporary position is available in Vigo County, Indiana:**

Election Worker is needed to begin immediately.

### **Summary:**

The Election Worker acts on behalf of the Vigo County Election Board by performing diverse and sometimes complex duties to prepare material for the 2010 Primary. This position is basically a clerical and data entry position.

### **Responsibilities of position:**

- Data Entry
- Clerical work
- Performs other related essential duties as required

### **Knowledge, skills, and abilities required:**

- Ability to comprehend and correctly use a variety of informational documents
- Ability to work under moderately stressful conditions, to respond immediately to urgently needed services
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; as well as ability to behave in a friendly, understanding, helpful, and professional manner with clients and customers, coworkers, supervisors, and the general public - no all laborers will be working with the public

**Worksite:** 33 S. 3<sup>rd</sup> Street  
Terre Haute, IN 47807

**Salary/Pay:** \$8.00 per hour

**Days/Hours:** Seasonal work – usually 2 months before an election. There are 2 elections a year. Usually Monday thru Friday 8am to 4pm, when closer to the election will require evening and Saturdays hours.

**To apply: Please fill out an application and include a resume with it. Applications are available at the Commissioners office. Or information can be mailed.**

**Attention: Human Resources**  
**@ Vigo County Commissioners office**  
**650 S. 1<sup>st</sup> Street**  
**Terre Haute, IN 47807**

**Date of Posting: 03/8/10**